

# GIS Processor Checklist

Responsible for the collection and graphic portrayal of incident/event information and data by ESF8 and SERT Staff.

**Instructions:** The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	N/A
<i>Within the First Operational Period</i>		
1. Receive initial briefing and immediate priorities from Sit Unit Leader		
2. Review essential elements of information for incident type		
3. Establish operational use of: <ul style="list-style-type: none"> <li>Arc GIS Desktop</li> <li>HurrEvac</li> <li>SERT Gator</li> </ul>		
4. Establish a point of contact with SERT GIS team for interface as needed during the incident.		
5. Obtain a list of counties within the area of operations from the Situation Unit Leader		
6. Create shape files, map files and PDFs the for area of operations		
7. Develop initial map package to include: <ul style="list-style-type: none"> <li>Area of Operations Map</li> <li>Health Care Facilities in Area of Operations <ul style="list-style-type: none"> <li>Hospitals</li> <li>Nursing Homes</li> <li>Assisted Living Facilities</li> <li>Dialysis Centers</li> <li>Group Homes for the Developmentally Disabled</li> <li>Pharmacies</li> </ul> </li> </ul>		
<i>Initiate Within Two Operational Periods and Continue Daily</i>		
1. Sign-in/out at the beginning and ending of shift.		
2. As assets are deployed, edit the ESF8Assests shapefiles attribute table to show asset locations (Edit tables on both internet and network servers).		
3. As facility assessments are reported to the Situation Unit, edit the appropriate facility shapefile attribute table for operational status and comments. (Edit tables on both internet and network servers).		
4. Provide updates of the following maps daily for inclusion with the incident action plan: <ul style="list-style-type: none"> <li>Area of Operations</li> <li>Weather map</li> <li>Locations of deployed resources</li> </ul>		
5. Develop PDF map package to include with Situation Report.		
6. Develop maps as needed for health care facility assessments. This list will be provided by the Assessment Branch Manager.		
7. Assist the situation analysts in creating visual representations (maps, charts, graphs) of collected data as requested.		
8. Draft ad hoc maps as directed by Situation Unit Leader.		
9. Pride geo-enabled data to SERT GIS as requested by the SERT GIS team.		
10. Verbally, alert Situation Unit Leader of time sensitive/critical GIS information		
11. Provide report to SUL regarding completion of any incident objectives assigned to GIS Processor.		
12. Save map files, pdfs and other incident GIS documentation in established incident GIS folder on the z drive.		
<i>Upon Demobilization</i>		
1. Complete evaluations for direct reports (as applicable)		
2. Complete demobilization paperwork		

Activities to be completed	Complete	N/A
3. Provide information for after-action report		
4. Return any equipment issued during activation.		
5. Clean up work space before departure.		